



**WEST VIRGINIA HIGH TECHNOLOGY
CONSORTIUM FOUNDATION**

**VIRTUAL COMPANY PROGRAM
PHASE V**

Grant No. N00014-97-1-0465

**ANNUAL REPORT
1999**

PRESENTED TO:

**THE DEPARTMENT OF THE NAVY
OFFICE OF NAVAL RESEARCH**

January 27, 2000

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VIRTUAL COMPANY PROGRAM



West Virginia High Technology Consortium Foundation

Reporting Period

1999



TASKS COMPLETED:

1. Submitted monthly reports to Dr. Rispin and Ted Lynch.
2. Held the following Program Manager Reviews:
 - February 4, 1999
 - February 19, 1999
 - April 9, 1999
 - July 9, 1999
 - October 1, 1999
 - December 16, 1999
3. Received three proposals on January 15, 1999 in response to the Manufacturing solicitation released on December 15, 1998. The purpose of this solicitation was to seek out geographically and technically diversified offerors who will demonstrate that Virtual Companies can compete for, and win, competitive business. Through this solicitation, the Foundation was seeking a minimum of ten companies to assemble their own Virtual Company in a response to an opportunity. Each of the newly organized virtual companies had to develop and submit a competitive proposal in response to an opportunity. At the conclusion of the period of performance, the Subcontractor submitted a final report describing the lessons learned throughout the process. An overall evaluation of the VCLink was also required. The Subcontractor also submitted a copy of the Virtual Company's final proposal with the final report.
4. Awarded three manufacturing contracts to Aurora Flight Sciences of WV, Inc., CNC Industries, Inc. and Information Research Corporation in response to the Manufacturing solicitation released on December 15, 1998.
5. Eight more companies were awarded contracts under the third and final round of VC manufacturers:
 - Bolyard & Son
 - CAM & Associates
 - CNC Industries
 - D & D Tool
 - Devall Brothers
 - Francis Engineering
 - LM Technologies, and
 - RH & M Machine



6. Finalized Block 1 and Block 2 work on the development of the VCLink functionality, administration tools, and implementation of new design to provide a better service to the business community and to the navy. The following tasks were accomplished:
 - Implementation of VCLink new look
 - Creation of development environment
 - Testing the site
 - Migration of current site to development area
 - Cleaning and documenting the site
 - Designing relational structures
 - Creation of Administration tools to:
 - maintain company profiles
 - search by company name for profile maintenance
 - display company profiles that are over 90 days old
 - Creation of a new area for "New & Hot"
 - Creation of a new area for "Business Resources," etc.
7. Met with Chambers of Commerce to initiate VCLink partnership.
8. Created a Strategic Advisory Council. Participants from the manufacturing, information technology and services arena provided feedback on how to improve the VCLink website to meet their needs.
9. Finalized and submitted NAVLEAD proposal.
10. Implemented a resume "skills" section to replace the keywords. The skills provide a better way to identify/search for potential personnel.
11. Posted a new improved opportunity section in the VCLink homepage to enable commercial companies to drop opportunities with this user-friendly design.
12. Posted a new improved self-serve bulletin board to post announcements, training events, etc.
13. Updated VCLink "Join" page by adding a short survey to learn the new applicants' reasons for joining the VCLink. Business Opportunities, Company Database, Resume Database and Tools and Templates have been the categories selected by new applicants as reasons for becoming members of the VCLink.



14. Held meeting with the Procurement Technical Assistance Center (PTAC) and the Regional Contracting Assistance Center, Inc (RCAC) to coordinate efforts to get opportunities posted in the VCLink website.
15. Held meeting with Fairmont Job Service to better link the VCLink resume database with state and local needs.
16. Submitted letter requesting no cost extension of VC 5 through March 2000.
17. Prepared promotional letter for VC Manufacturing grant. 186 letters were mailed to WV manufacturing companies letting them know about the \$10,000 manufacturing solicitation released on March 15, 1999. The objective of the solicitation was to test and evaluate the usefulness of the VCLink in the formation of virtual companies.
18. Company profile membership grew from 114 companies in January to 360 companies in December. (See graphic)
19. Registered domain name for IBIP (Internet Business Information Portal).
[Http://www.ibip.org](http://www.ibip.org)
20. Received an unsolicited proposal by Kim Larew, president of Northco, LTS to market the VCLink to manufacturing firms throughout the state.
21. Met with Dr. Hazel Palmer, director of the Small Business Development Center in Charleston, WV to revise the VCLink strategy to get manufacturing companies to join our database.
22. Traveled to Elkins, Shepherdstown, and Flatwoods counties in WV to demonstrate the VCLink capabilities and provide training on the use of the Internet and the VCLink to small businesses.
23. Scheduled workshops with the Small Business Development Centers in Charleston, Beckley, Wheeling, Elkins, Logan, Huntington, Flatwoods, and Oak Hill WV to market the VCLink capabilities to small businesses.
24. Attended Teaming To Win Conference and set-up a VCLink booth. Key contacts were made with procurement officials from DOD, HUD, WVU, and FBI.
25. Mailed out 50+ letters to Chambers throughout the state regarding a VCLink demonstration. Received positive answers.



26. Attended the Business in the New Millennium Expo in Canaan Valley, WV to demonstrate the VCLink.
27. Attended Contracting Trade Fair in Mars, PA.
28. Held VCLink demo focusing on the resume database for 10 WV colleges and universities at the WVHTC Foundation facility.
29. Attended the Software Technology Conference in Utah. Set up booth displaying the Virtual Company Product Line project as well as the VCLink program. 3000 attendees with more than 200 exhibiting vendors
30. Registered with the NASA procurement web site to have opportunities from Goddard, Langley, and NASA Ames e-mailed to the virtual company team to be displayed in the opportunities section of the VCLink homepage
31. Traveled to Canaan Valley to demonstrate the VCLink to the State Job Service Managers at their quarterly meeting. Presented a 30 minute VCLink demo of the new site. The WV State Job Service was highly impressed with the VCLink and they have initiated additional meeting and opportunities to market the VCLink.
32. Wrote a Virtual Company article to be published in the Charleston Daily Mail Business insert the last week of May, the Innovator, an online magazine published by the WVHTC Foundation, and the WV Career Service Center quarterly newsletter
33. Hosted the International Virtual Company Conference in Charleston, WV. There were 57 registered attendees who provided very high ratings on our performance survey.
34. Exhibited VCLink at SBA Y2K awareness seminar in our facility on June 16, 1999.
35. Attended NASA Symposium at West Virginia University on June 21, 1999. Set up booth displaying the VCLink program.
36. Mailed "Teaming Letter" with the SBDC to initiate another round of VCLink workshops with the SBDC regional offices, offering a full day workshop for SBDC directors and cash paid to the SBDCs for people that attend the workshops and meet the requirements laid out in the letter.



37. Met with the Service Corps of Retired Executives (SCORE). They have agreed to answer questions from "Ask the Expert" section in the VCLink.
38. Mailed letter to the top 500 businesses/hospitals/etc in WV to do business in "West Virginia First" to get more opportunities in the VCLink.
39. Demonstrated the VCLink system to Sarah Townsend of WV State Job Service (Charleston) on June 11, 1999. She traveled to our facility and brought with her a total of six people including the assistant director of WV Bureau of Employment Program to discuss further uses of VCLink.
40. Attended the Technology Conference and Exposition in Charleston, WV on June 27-30, 1999. The WV Unified Network, Governor's Office of Technology, WVNET and Information Services and Communications sponsored this conference. It ran concurrently with the Governor's Southern Growth Conference.
41. Completed and posted IBIP help files in our website. These files teach users how to use all the sections of the homepage through step by step instructions and screen captures.
42. Added new section in our website called **NEW AND HOT**. This area lists company profiles, resumes, bulletins, and opportunities added in the last seven days.
43. Demonstrated the VCLink to the WV Development office. They have agreed to assist with the promotion of VCLink to their client base that includes large manufacturing companies.
44. Developed "Chambers of Commerce" Strategy to get WV chambers to support the VCLink system. The strategy consists of an initial letter, followed by visits to the different chambers and a demonstration in December to all WV Chamber members.
45. Attended WV Chamber Summit at The Greenbrier on September 1-3, 1999. Excellent contacts with the Benedum Foundation, the WV Chambers of Commerce and the WV Manufacturing Association.
46. Attended the WV Economic Development Council conference on September 20-21, 1999.
47. Extended Manufacturing solicitation to December 31, 1999.



48. Attended "The Marion County Business Expo" to display the VCLink booth and be part of a panel discussion on Internet communications in Fairmont, WV on October 7, 1999. Good event for "local networking".
49. Conducted a demo of the VCLink to 25 people at the Peoples Marketplace in Charleston, WV in October 25 and 26, 1999. Attended a Cyber cafe to demo the VCLink on a one-to-one basis.
50. Improved VCLink site to excellent rating regarding downloading time, popularity and design.
51. Attended Tech-East at Miami (Nov 1 – 4, 1999) to garner VCLink opportunities.
52. Attended IOF conference in Flatwoods, WV (Nov 17, 18 and 19, 1999) to increase VCLink membership.
53. Added several templates from the SBA and IRS CD *"Small Business Resource Guide"* to the "Tools and Templates" section of the VCLink.
54. Created a mail campaign to increase commercial opportunities on the VCLink site.
55. Attended the "West Virginia Association of Career and Employment Professionals" Fall Conference in Flatwoods to demo the VCLink.
56. Attended the WV Chamber of Commerce Conference to do a VCLink presentation on December 13, 1999.
57. Presented VCLink at "Business after Hours" at ComputerTech in Fairmont.
58. Received new server for VCLink. 600 Mhz Pentium IBM server with 3 - 9.1 gigabytes of memory.
59. Created and mailed 500+ VCLink membership drive letters.

PRODUCT LINE ENGINEERING ACTIVITIES:

60. Reviewed Program Operating Guide (POG) for Cruise Missiles
61. Purchased MOREPLUS repository software and installed at NSWC, Dahlgren, VA.

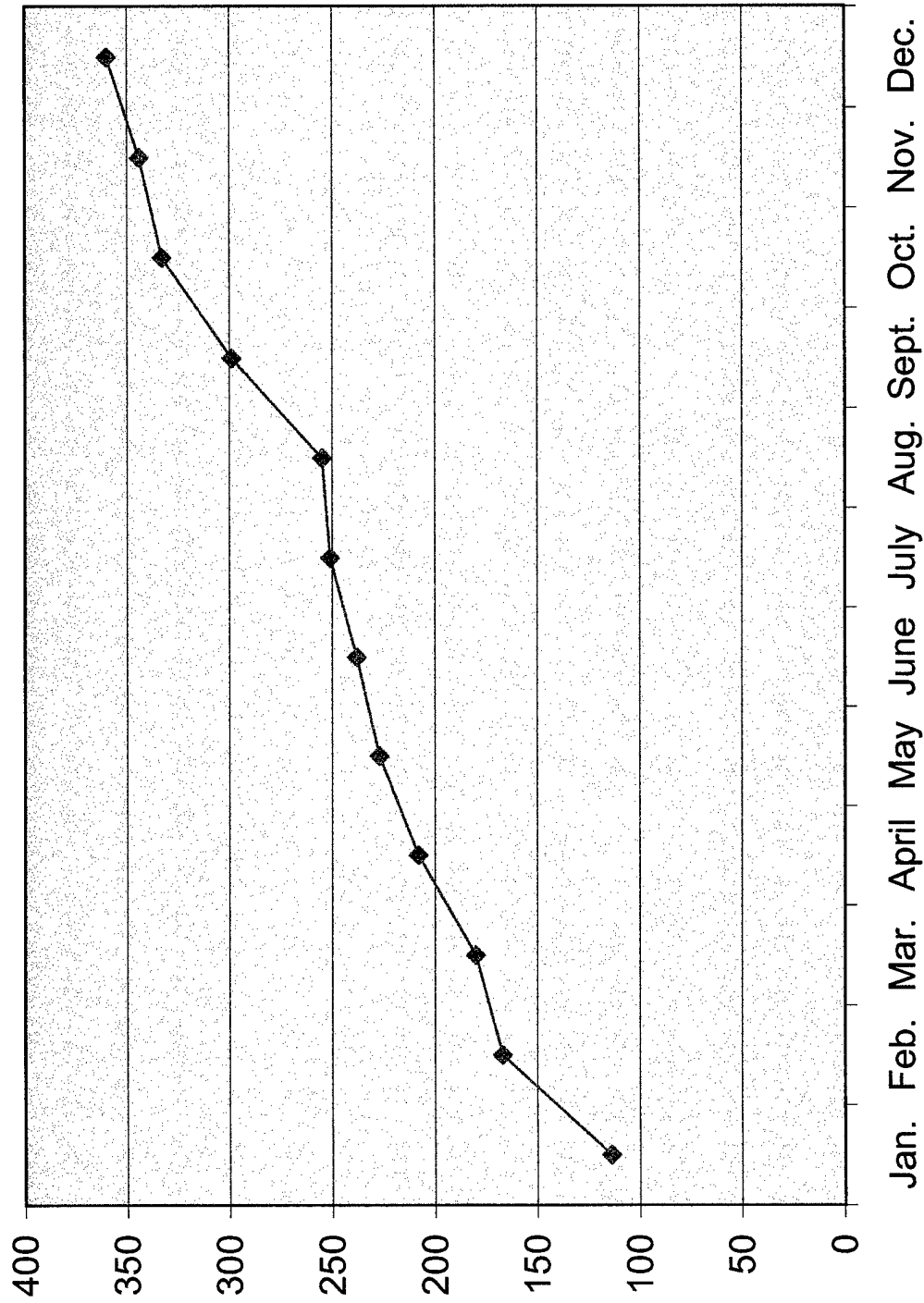


62. Attended TCS CDR at Pax River from March 9 –11, 1999.
63. Received Phase I SBIR option funding.
64. Submitted TCS Training documentation for SBIR Phase I Option.
65. Finished writing the TCS Policy and Procedures Manual.
66. Submitted SBIR Phase II proposal as part of Prologic team.
67. Installed Linux on the server and moved the TCS Repository over to the secure server at the Naval Surface Warfare Center Dahlgren Division.
68. Completed TCS Repository installation with MOREPlus.
69. Completed TCS matrix for Virtual Company Product Line effort.
70. Integrated Hypernews, which is a free collaboration tool into the domain knowledge repository for the PLE project.
71. Attended the Land Attack Integrated Product Team meeting at Dahlgren on July 1, 1999.
72. Provided PLE briefing to Captain Lyman, PMA-282 on PLE progress for ATWCS/TTWCS.

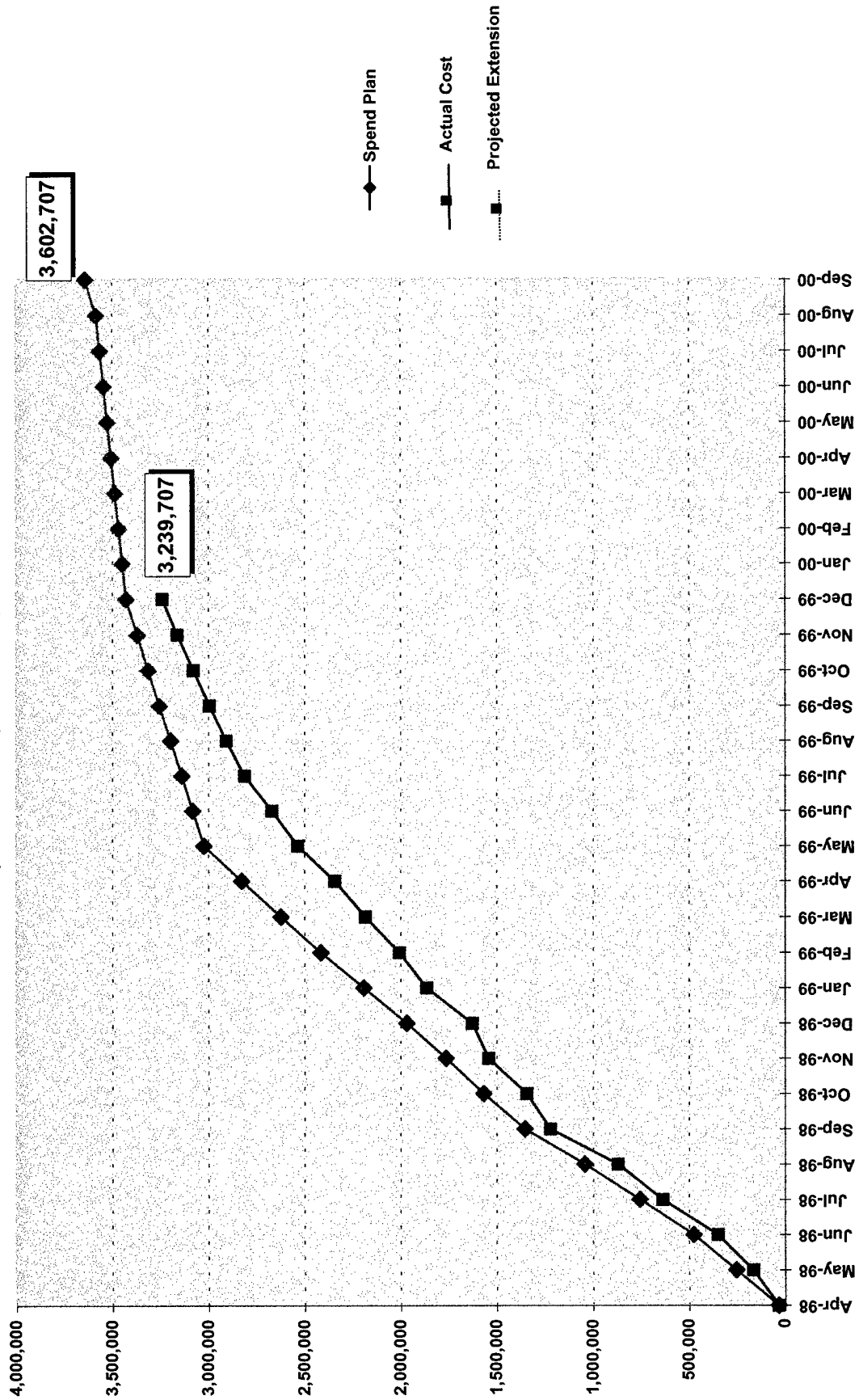
FINANCIAL INFORMATION:

The information in the attached graphs represents the overall financial status of the Phase V activities for the year 1999 as well as the company growth in the VCLink company profile database.

Company Growth, 1999



Virtual Company Phase V
Spend Plan
(Actual Book plus known)



Virtual Company V
Subcontracts Planned Versus Actual (Reflects Open and Active Subcontracts)
(Subcontracts in close-out or fully billed subcontracts entering close-out- not reflected)
As of December 31, 1999

